

DOCUMENT NAME: Reserve Orders - Travel**DAFIS DOCUMENT TYPE: 11**

1. **Description:** Covers all travel for reservists.
2. **Primary Forms:** DD-1351-2, Travel Voucher or Subvoucher
3. **Related Forms:** CG-4436, Reserve Orders
4. **Document Number:** Standard Number - unit assigned.

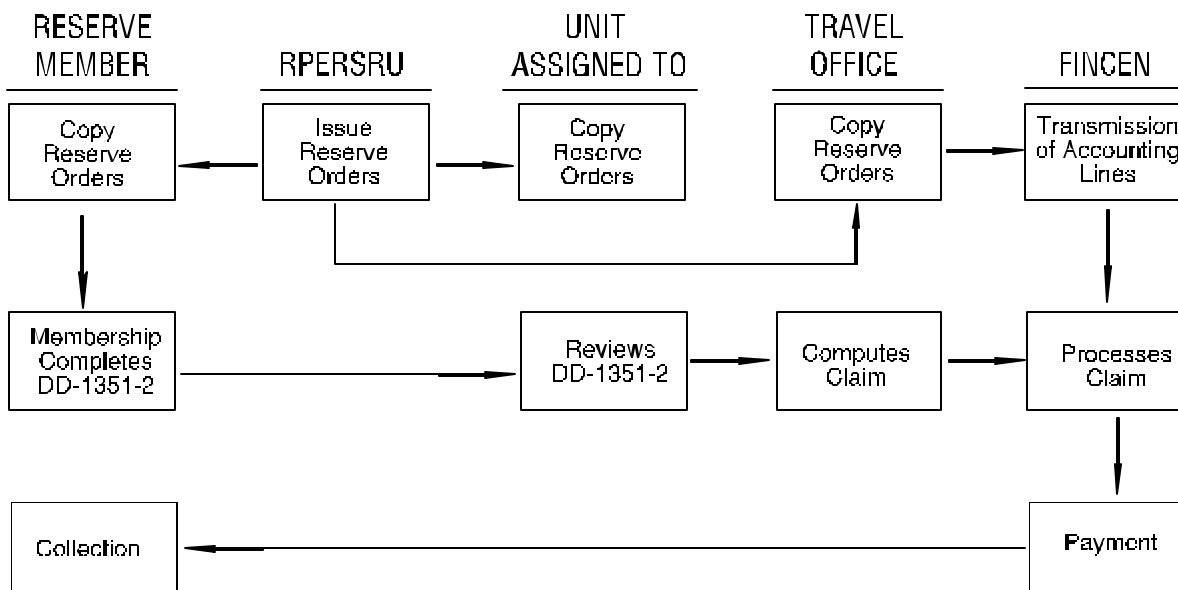
SAMPLE: 11942441RCB11000

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
11	94	24	4	1	RC	B11	

5. **Accounting line:** If multiple lines are used, a different suffix is required for each line starting with 000.

SAMPLE: 2/1/42/101/90/0/RC/87217/2100

6. **FINCEN Critical Processing Requirements:** Issuing units must ensure Reserve orders CG-4436 are completed in entirety. The following information on the DD-1351-2 is critical for processing:
 - a. Name and SSN of Reservist.
 - b. Accounting data - block 11.
 - c. Standard DAFIS document number - block 11.
 - d. Appropriate Treasury symbol (Appendix B) - block 11 above accounting data.
 - e. Estimated cost - block 11.
7. **Other Information:** For information concerning TLC and TAC programs see Chapter 11.
8. **LUFS Information:**
 - a. Standard generic input is made through the Record Spending Module. When prompted **DO NOT** create a document type 14 for this transaction.
 - b. Obligation will transmit electronically via LUFS.
 - c. A copy of this document is NOT to be mailed to FINCEN if the obligation is transmitted via LUFS.

9. Document Flow:**Figure 12C-7 Reserve Orders - Travel**

- Figure 12C-7 describes the procedures for processing Reserve Orders - Travel.
- The RPERSRU creates a set of Reserve orders on CG-4436. Copies are forwarded to the Reserve member, the unit Reserve member is assigned to and duty servicing travel office. DRMIS down loads accrual accounting lines into LUFS. LUFS forwards accrual accounting lines to the FINCEN for entry into DAFIS.
- Member completes Travel Voucher DD-1351-2 and submits it to the unit member is assigned to at completion of duty. The unit submits the Travel Voucher to the local travel office.
- The local travel office figures the travel voucher and transmits it to the FINCEN for payment.

10. Sample Forms: None.**11. PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
11942441RCB11000	073	94025FC44	87217	2100	0.00	0.00	125.00	0.00
11942441RCB11000	106F	94026FHX9	87217	2100	0.00	0.00	125.25-	225.25

12. References:

- COMDTINST M1001.27, Reserve Administration and Training Manual (CG).
- Joint Federal Travel Regulations, Volume I.